



## **JOB POSTING**

### **Community Living Options Kalamazoo, Michigan Program Manager Position**

December 19, 2014

**Intensive/Transitional Support Program Manager** – To direct all operations of the Intensive/Transitional Support Program. Program services males and females with serious behavioral issues. Responsibilities are both managerial and programmatic in nature including: program planning, financial monitoring, program evaluation, personnel management and facility management.

**Hours:** varied hours  
(this is a salaried position, with expectation that some weeks will take more hours than others)

#### **• Requirements**

1. Bachelor's degree in a human services field and at least three years working experience providing services to individuals with a mental illness and/or developmental disability.
2. At least one year supervisory experience.
3. Valid driver's license and driving record acceptable to Community Living Options' policy.
4. Ability to work with individuals of diverse backgrounds.
5. Ability to work effectively in a team setting.
6. Demonstrated ability to communicate both in verbal and written format.
7. Ability to lift a minimum of 50 pounds.
8. Clinical experience writing goals and objectives and/or person-centered plans.
9. Working knowledge in Word and Excel; ability to learn additional relevant computer software.
10. Ability to serve on-call.
11. Ability to work flexible hours, including occasional weekends and/or evenings, when necessary.

**Salary & Benefits:** \$36,000 (salaried) + benefits

**To apply:** Please submit **written letter of interest and updated resume** to 626 Reed St., Kalamazoo, MI 49001 or email to [kburpee@communitylivingoptions.org](mailto:kburpee@communitylivingoptions.org)

**Deadline:** Monday, January 19, 2015

An Equal Opportunity Employer  
M/F/H/V